



**Glastonbury Police Department**  
**2108 Main St. Glastonbury CT 06033**



## REQUEST FOR POLICE REPORT

*The Glastonbury Police Department complies with Connecticut General Statutes pertaining to Freedom of Information. Cases still under investigation may not be subject to immediate release.*

*Any such requests will be acted upon when appropriate.*

*In order to expedite your request for a copy of a police report, the following information is required:*

Date of the request: \_\_\_\_\_ Case Number (If known) \_\_\_\_\_

### General Information:

**Cost per page:** .50¢

**Certified Copies:** \$1.00 for the first page, .50¢ each additional page.

**Digital Images on Electronic Media:** \$10.00 flat fee.

**Requests by Mail:** A self addressed, stamped envelope and prepayment is required.

**Advanced payment requested** for all copies. Prepayment required for charges greater or equal to \$10.00

**Payment Methods:** Cash, personal check or money order. Credit Cards are not accepted.

**Accident Reports:** Available online at: <https://policereports.lexisnexis.com/>

**Limitation on Release:** Certain cases are not subject to release.

Please visit <https://www.ct.gov/foi/site/default.asp> for additional information.

### Requestor Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Alternate Phone number: \_\_\_\_\_

Company Name (If applicable) \_\_\_\_\_

### Incident Information:

Date of the incident: \_\_\_\_\_ Time of the incident: \_\_\_\_\_

Description of the incident: (Type) \_\_\_\_\_

Location of the incident: \_\_\_\_\_

Name of person(s) involved: \_\_\_\_\_

**Requestor signature:** \_\_\_\_\_

**For G.P.D. Use Only** Date the form received: \_\_\_\_\_ Received by: \_\_\_\_\_

Requestor declined to sign or leave contact information

Number of pages: \_\_\_\_\_ Date released: \_\_\_\_\_

Charge: \_\_\_\_\_